

## **SENIOR MEMBER**

### **LEVEL I ORIENTATION AND IN-PROCESSING CHECKLIST (Con't)**

- d. ( ) Post CAP Form 45b (Senior Member Training Record).
4. ( ) **Award CAP Certificate 13:** (Orientation Course Certificate).
5. ( ) **Membership Ribbon:** Award upon successful completion of Level I training. Initiate CAP Form 2a (Request for and Approval of Personnel Action).
6. ( ) **Level I Orientation Instructor:** Complete GP 12 FL 202 (Individual giving Instruction).
- a. ( ) (1 cy) Director's Report File
  - b. ( ) (1 cy) Individual's CAP Form 45 (Senior Member Master Record).
  - c. ( ) Post CAP Form 45b (Senior Member Training Record).
  - d. ( ) (1 cy) To individual for attachment to CAP form 24 (Application for Senior Program awards), for completion of Level V.
7. ( ) **Individual's Job Assignment:**
- a. ( ) Specialty Track Study Guide.
  - b. ( ) Title and Study Guide Number.
    - (1.) ( ) Title: \_\_\_\_\_.
    - (2.) ( ) Study Guide Number: \_\_\_\_\_.
8. ( ) **Enrollment in CAP Senior Officer Course (ECI 00013):** Initiate ECI Form 23 enrollment application. (This is a Level II requirement).
- \*\*\*Inform individual that they have one (1) year to complete course from the as of date indicated on the ECI Form 9 (Notification of Enrollment).
9. ( ) **Issue CAP Pamphlet 7:** Civil Air Patrol Senior Member **Fast Start Handbook.**
10. ( ) **Initiate CAP Form 100:** (Request for Operational Mission Specialty Qualification card, CAP Form 101). **Individuals will be requires to attend a class on the subject prior to completing the CAP Form 100.**
11. ( ) **Initiate ILWG Form 5:** (Illinois Wing Radio Operators Permit Card). **Individuals will be required to attend a class on the subject before completing the ILWG Form 5.**
12. ( ) **Initiate ILWG form 75:** (Application for Motor Vehicle Operator Identification Card.  
GP 12 FL 201-2 (Rev 23 July 2002)